



People Making  
A Difference!

Idaho  
State Government

Legislative  
Services  
Office

Paul Headlee, Deputy  
Director Legislative  
Services Office  
P.O. Box 83720  
Boise, ID 83720-0054

Website:  
[www.legislature.idaho.gov](http://www.legislature.idaho.gov)

Email:  
[jobapp@lso.idaho.gov](mailto:jobapp@lso.idaho.gov)

Non-Classified  
Opening

# Administrative and Financial Assistant

Non-Classified Classification

Legislative Services Office – Central Administration

Open for Recruitment: December 6, 2022 – December 20, 2022

Beginning Salary: \$21.00 – 24.00/per hour (\$43,680 - \$49,920 annually)

Location(s): Boise State Capitol

**SPECIAL NOTIFICATION:** This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

This is a **full-time**, year-round, **non-partisan** position with the Idaho Legislature.

**Typical Duties:**

- Coordinates administrative activities requiring frequent contact with the media, the public, volunteers, other state agencies, and governmental officials. First point of contact for visitors to the office and via phone.
- Composes correspondence from general instructions; formats/types a variety of executive, sensitive, confidential, official, and/or legal documents.
- Maintains calendar of events/activities.
- Purchases office supplies and follows inventory protocols.
- Catalogs Public Records Request responses for the agency.
- Financial record keeping within the state of Idaho's accounting and procurement system.
- Data entry of accounts payable and receivable and PCard transactions.
- Assist with preparation of Ad Hoc financial reports as necessary.
- Staffs legislative interim committees, including taking meeting minutes.

**Minimum Qualifications:**

- Good knowledge of office support functions including word processing, filing, composing a variety of business documents, and reception (knowledge of GEMS and State of Idaho Statewide Accounting System a plus).
- Strong experience with Microsoft Office programs, especially MS Excel.
- Ability to independently solve problems.
- Strong knowledge of grammar and punctuation rules.
- Ability to work in a fast paced, team environment with frequent deadlines while maintaining professionalism.
- Basic accounting or bookkeeping and cash handling experience.

**To Apply:** Mail or email cover letter, resume and 3 professional references by December 20, 2022:

**to:**

Legislative Services Office

Paul Headlee

P.O. Box 83720

Boise, ID 83720-0054

Email: [jobapp@lso.idaho.gov](mailto:jobapp@lso.idaho.gov)

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.

